

Administrative Services Division Profile

DIRECTOR
Andy Field

ASSISTANT DIRECTOR
Karen Dennison

ASSISTANT DIRECTOR
Tom Tomlinson

DEPUTY DIRECTORS
Louis Merlin
Sarah Erazo

ASSISTANT DEPUTY DIRECTOR
Jon Richards

PROGRAM MANAGERS
Michelle Abella-Shon
Michele Kelley
Salome Martinez

FISCAL YEAR 2024

Objective

Administrative Services Division provides overall direction, leadership, management, and planning for the Parks and Recreation Department.

Responsibilities include:

- Asset management, including:
 - Park inventory and maps
 - Survey development and response
 - Implementation of park plans including Parks Master Plan
 - School district and joint use coordination
 - Review of projects on existing/future park property and adjacent property to identify potential impacts
- Balanced scorecard, strategic plan, and tactical plan
- Budget development, monitoring, and reporting
- Capital Improvements Program (CIP), including:
 - Development
 - Implementation
 - Monitoring
 - Reports including 50 Parks initiative
- Fee structure development
- Grants management
- Human resources management, including:
 - Employee Relations
 - Recruitment and hiring
 - Rewards & Recognition
- Information Systems management including:
 - IT Asset management
 - Information Security
 - Online registration
 - PCI compliance
 - Webpage Content Management

- Operational framework
- Park advisory group coordination
 - Parks and Recreation Board Administration
- Public information and communications
- Recreation Services management:
 - Management of 60 Recreation Center Fund budgets
 - Oversight of Department programs and contract service providers
 - Administration of diverse, equitable and inclusive services
 - Marketing and community outreach
- Safety and training coordination
- Special projects and initiatives
- Training Office and Training Initiatives
- Volunteer, Intern and Mentor services coordination
- Other special studies and requests

Facts and Figures

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|--------------------------------------|---------------|
| FY 2023 Budgeted Positions: | 42.75 FTEs |
| FY 2023 General Fund Adopted Budget: | \$8,840,471 |
| Current and Pending Grant Awards: | \$113,619,548 |

Administrative Services Division Senior Staff

Andy Field, Director

Telephone: (619) 235-1110
Cell Phone: (619) 980-0235
afield@sandiego.gov

Responsible for overall leadership, guidance, and vision for the Department by providing consistent mentoring and assistance to all staff in furthering the goal of making San Diego's park system a *World-Class Park System for All*.

Karen Dennison, Assistant Director

Telephone: (619) 235-1188
Cell Phone: (619) 370-7037
KDennison@sandiego.gov

Responsible for assisting the Director in directing and implementing the Department's strategies and vision by communicating clear guidance to all members of the Developed Regional Parks, Golf Operations, and Open Space Divisions. Coordinates Clean San Diego operations with SDPD Neighborhood Policing, guides development and management of the tactical plan, manages the park ranger program, and handles special projects on behalf of the Director.

Tom Tomlinson, Assistant Director

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TomlinsonT@sandiego.gov

Responsible for assisting the Director in directing and implementing the Department's strategies and vision by communicating clear guidance to all members of the Administrative Services, Community Parks I and Community Parks II Divisions. Strategic planning, managing the Department's CIP program, special projects such as: WIFI in Parks, funding for various projects and technological innovations for the Department.

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Louis Merlin, Deputy Director

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Responsible for managing and leading all human resource and personnel functions in the Department, which includes discipline, labor relations, performance reviews, reasonable accommodations, recruitment, retention, rewards, and related items. Provides guidance and mentoring for staff and recruitment and retention efforts.

Sarah Erazo, Deputy Director

Telephone: (619) 525-8211

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Responsible for department-wide recreation programming, contract development, and policy development to ensure the delivery of equitable recreation services to approximately 350,000 children, adults, and seniors. Oversees development and fiscal management of 60 recreation center fund budgets, development of recreation advisory group policies and outreach, and management of the largest Department-led volunteer program in the City. Ensures Department's commitment to a diverse, equitable menu of recreational programs available at all recreation centers and parks.

Jon Richards, Assistant Deputy Director

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Responsible for administering the Department's safety and training program for approximately 1,300 full-time and hourly employees, which focuses on Department-wide training, Citywide policies and procedures, regulatory agency concerns, as well as Department-wide safety, maintenance, and program areas. Coordinates the Department's fact-finding investigations to assure a consistent quality of reports. Maintains logs to track various human resources issues. Serves as the liaison to Risk Management, Environmental Services, and Transportation and Storm Water departments, as well as County and State agencies.

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Salome Martinez, Recreation Program Manager

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Responsible for developing and managing departmental strategic plan initiatives, programs and projects that promote diversity, equity and inclusion. Serve as a subject matter expert on public policy issues related to equity. Perform systematic changes to existing department programs/projects to include diversity, equity and inclusion goals. Identify and develop key performance indicators and metrics for programs and projects to track the progress of diversity, equity and inclusion goals. Prepare reports and make recommendations to internal stakeholders on the progress of diversity, equity and inclusion goals.

Michelle Abella-Shon, Program Manager

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Responsible for the oversight of the entire department's park asset inventory, which consists of over 400 parks sites, 59 recreation centers, 14 aquatic centers, 8 skate parks, 3 golf courses and the associated recreational amenities such as 350 playgrounds, 120 multi-purpose sports fields, 380 hard courts, 300 sports fields, 17+ dog parks on over 42,000 acres of parkland and 26 miles of shoreline; prioritizes and initiates capital improvement program (CIP) projects and coordinates the successful delivery of over 134 CIPs estimated at \$700 million; applies for and manages capital funding, state and federal grants and coordinates with agencies for parks infrastructure; oversees the five-year CIP outlook for Council budget adoption; coordinates general planning, programming, design, and construction support for park projects department-wide; conducts condition assessment and manages data of all assets; reviews all park related project design submittals including Development Services Department's preliminary reviews, discretionary and ministerial permits that impact existing parks, adjacent parkland, and new parks; implements the City's various policies related to CEI, CAP, BBSD, BC, AFAP, the land development and municipal code, regulations, Council Policies, Parks Master Plan, General and Community Plans' recreational elements, Public Facilities Financing Plan (PFFP), Impact Fee Studies, Specific and Precise plans and the General Development

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Plans; oversees and coordinates over 100 joint use agreements and programs with various school districts from design to construction; provides in-house design and technical support in landscape architecture, engineering, architecture and planning support to the Department; addresses telecom, environmental, stormwater, historical resources and coastal infrastructure needs; provides Geographic Information Systems support and mapping services; provides assistance to operating divisions for questions related to best practices of park operations and maintenance; provides recommendations on City standard drawings and specifications; manages and provides support to private developments, foundations, non-profit, philanthropic groups, non-governmental organizations through development agreements, standard terms and conditions; establishes and maintains park development standards; coordinates joint projects with various inter-governmental agencies and City departments regulations and compliance; serves as the department representative and liaison to Engineering and Capital Projects, Real Estate Assets, Transportation, Stormwater, Economic Development, General Services, Planning and Development Services Departments.

Michele Kelley, Fiscal and Budget Program Manager

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Manages the Department's operating budget, as well as oversight of Non-General Fund revenues, including the Environmental Growth Funds. The Department budget is approximately \$181 million, excluding Maintenance Assessment Districts and Capital Improvement Projects budgets. Provides expenditure projections, performance measures, revenues and fees analysis. Serves as lead Department liaison to the Department of Finance.

Ryan Barbrick, Supervising Management Analyst

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Responsible for management and coordination of the Department's Capital Improvements Program and Grant Portfolio, which includes approximately \$57.5 million in active and pending grants. This position serves as the liaison to non-profit,

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State and Federal granting agencies; and coordinates grant funded capital project efforts with the City's Engineering and Capital Projects Department, Planning Department, and Economic Development Department. The Capital Projects and Grants Team is also responsible for managing the Department's Capital Improvements Program (CIP) budget and supporting the coordination of 150+ active park infrastructure projects, all in various stages of planning, preliminary engineering, design, bid/award, and construction. The team maintains a strong partnership with local community groups and the Engineering and Capital Projects, Planning, and Department of Finance to ensure the City's park projects are fully funded and managed successfully.

Jesse Luke, Information Systems Analyst IV

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Cell Phone: (619) 538-2236
jluke@sandiego.gov

Responsible for managing information systems and technology for the Department which includes IT security, website content management, and IT asset management. Serves as the liaison to the Department of Information Technology, as well as other local, State, and Federal agencies.

Anthony Harrington, Supervising Recreation Specialist

Telephone: (619) 218-2406
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Responsible for management and coordination of the Department's Volunteer Program which includes overseeing all aspects of volunteer, mentee, and intern management including; establishes policies, standards and operating procedures, recruiting, interviewing, orientation, training, scheduling, problem solving, and relationship building for approximately 25,000 volunteers, both individuals and groups. Serves as a liaison to public and private agencies, community groups, school districts, businesses, and the public.